ICT Exercises
For November Syllabus

Choose the correct answer:

1 Mr. Hiebert uses .... to design presentations for his discoveries.
a. Facebook   **b.** PowerPoint   **c.** e-mail

2 Mr. Hiebert uses .... to share his discoveries with his colleagues.
a. MS Word   **b.** MS Excel   **c.** video conference

3 .... the problem is the first step to solve any computer problem.
a. Identifying   **b.** Planning   **c.** Leaving

4 When the browser is running slow, you have to ....
a. delete unwanted apps   **b.** check the Wi-Fi signal
c. restart the computer

5 You should check for software updates when ....
a. there is no internet connection   **b.** downloading a file is very slow
c. your computer slows down while opening an app

6 You should try a new Ethernet cable when ....
a. the internet connection is interrupted
b. the screen freezes   **c.** your computer slows down

7 You can contact the customer service of your ISP for help when
....
a. the internet connection is interrupted
b. the browser is running slow   **c.** an app won't open

8 If your computer slows down when opening an app, you can ....
a. restart your router   **b.** check for software updates
c. check the Wi-Fi speed

9 To store and share information, we use a ....
a. scanner   **b.** printer   **c.** flash memory

10 A .... is used to save images on the computer to use them later.
a. scanner   **b.** printer   **c.** router

11 A .... helps us to access information by scanning it with a phone camera.
a. browser   **b.** QR code   **c.** digital book

12 To create a folder, use the mouse and press the ....
   a. left button, then select New, then select Folder
   b. right button, then select Folder, then select New
   c. right button, then select New, then select Folder

13 .... folders helps us manage files using information technology.
   a. Creating   **b.** Deleting   **c.** Copying

14 What is the first step that helps you to organize the data in your computer?
   a. Adding a subfolder   **b.** Typing a name for the folder
   c. Creating the main folder

15 The first step in conducting research is to ....
   a. share your results **b.** decide on keywords   **c.** decide on the topic

16 Before you express the data in a graph, you must ....
   a. share it online   **b.** analyze it   **c.** delete it

17 It is not a good idea to use .... when searching for subtopics.
   a. full sentences
   b. different words with different meanings
   c. different words with the same meanings

18 The best way to collect information is getting it from ....
   a. Facebook   **b.** printed books   **c.** WhatsApp

19 The .... is used to share information in a closed and private network.
   a. letter   **b.** internet   **c.** intranet

20 The internet is .... secure than the intranet.
   a. less   **b.** more   **c.** no correct answer

21 The rows in MS Excel are labeled with ....
   a. letters   **b.** numbers   **c.** symbols

22 Typing .... in the cell tells Excel you are creating a formula.
   a. +   **b.** –   **c.** =

23 If you want to sum the values in columns A, B, and C from row 4, then the formula is ....
   a. C4 + B4 + A4   **b.** C4 – B4 – A4   **c.** A4 + B4 + C5

24 When creating a formula, use the .... sign for subtraction.
   a. +   **b.** –   **c.** =

25 When creating a formula for division, use the .... sign.

a. +   **b.** –   **c.** ÷

26 If you want to subtract the values in columns E, C, and A from row 6, write the formula ....

a. E6 – C6 – A6   **b.** E9 – C6 – A9   **c.** E9 – C9 – A9

27 .... is an ecologist and he photographs landscapes and animals.

a. Albert Lin   **b.** Fred Hiebert   **c.** Jeff Kerby

28 When Jeff Kerby prepares for a trip, he thinks carefully about ....

a. the things he will do   **b.** the places he will go to

c. a & b

29 Jeff Kebry uses all these tools in his expedition, except ....

a. GPS   **b.** GPR   **c.** drones

30 The .... is used to back up all the photos you take.

a. drone   **b.** GPS   **c.** hard disk drive

31 Sometimes the photographer uses his .... to take quick pictures.

a. computer   **b.** mobile phone   **c.** GPS

32 If Jeff Kebry needs to share photos with his colleagues immediately, he uses the ....

a. cell phone applications   **b.** cameras and drones

c. social media sites

33 Jeff Kebry uses .... to navigate places.

a. hard drives   **b.** GPS   **c.** laptops

34 A photographer should share his high-resolution photos with ....

a. people he knows   **b.** people he trusts   **c.** all people

35 A photographer should protect his work by not sharing images with ....

a. high resolution   **b.** low resolution   **c.** watermark

36 Using photographs that were taken by others without asking permission is ....

a. owning images   **b.** copyright infringement   **c.** back-up copies

37 .... use the internet to break into your computer to steal your information.

a. Programmers   **b.** Hackers   **c.** Thieves

38 .... information includes your name, address, and passwords.

    a. Internet   **b.** Public   **c.** Personal

39 To keep your data safe, use .... programs on all your devices.

    a. social media   **b.** anti-virus   **c.** browser

40 Passwords must be .... for each website you register on.

    a. different   **b.** weak   **c.** similar

41 .... is considered a strong password.

    a. Ahmed123   **b.** abcd895   **c.** Ac#258#h

42 If a website asks you to enter much personal information, you

    ....

    a. enter all your data   **b.** enter trusted data only

    c. avoid using this website

43 .... your devices regularly keeps your data safe.

    a. Uploading   **b.** Updating   **c.** Restarting

44 The .... is used to save your important files securely.

    a. flash memory   **b.** CD drive   **c.** external hard drive

45 .... allows users to connect their laptops to a bigger screen to watch movies or play games.

    a. HDMI   **b.** Ethernet cable   **c.** Receiver

46 Internet speeds are much faster with .... connection.

    a. bluetooth   **b.** Ethernet   **c.** Wi-Fi

47 Everyone owns the .... of the images they take unless they sell them.

    a. copyright infringement   **b.** copyrights

    c. infringement

48 Both the flash memory and hard disk have the same ....

    a. space   **b.** shape   **c.** purpose

49 The internet is more .... than the intranet.

    a. private   **b.** secure   **c.** public

50 Which of the following have the same purpose?

    a. Router and flash memory   **b.** HDMI and drones

    c. Ethernet cable and Wi-Fi

1. b
2. c
3. a
4. b
5. c
6. a
7. a
8. b
9. c
10. a
11. b
12. c
13. a
14. c
15. c
16. b
17. c
18. b
19. c
20. a
21. b
22. c
23. a
24. b
25. c
26. a
27. c
28. c
29. b
30. c
31. b
32. a
33. b
34. b
35. a
36. b
37. b
38. c
39. b
40. a
41. c
42. c
43. b
44. c
45. a
46. b
47. b
48. c
49. c
50. c

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NOVEMBER REVISION

CHOOSE THE CORRECT ANSWER

1 If your computer slows down when opening an app, you can..
- (a) restart your router;
- (b) Check for software updates.
- (c) Check WIFI speed

2 When you try to log into the game website on a different PC, you will receive a text message include a number code specified for...
- (a) short period of time
- (b) long period of time
- (c) two times only

3 .... helps us to access information by scanning it with a phone camera .
- (a) Browser
- (b) QR Code
- (c) Digital books

4 .... tells you if one of your passwords has been stolen online.
- (a) Multi-factor authentication
- (b) Anti-virus software
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7 The best way to collect information is getting it from ....
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- (c) What's App

8 .... is used to provide easy access to online information through the a smartphone or tablet.
- (a) LAN
- (b) IOT
- (c) QR Code

9 The rows in MS Excel are labeled with ....
- (a) letters
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2

12 Internet speeds are also much faster with .... Connection.
- a) Bluetooth
- b) Ethernet
- c) WIFI

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- a) Albert lin
- b) Fred Hiebert
- c) Jeff Kerby

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3

25 .... is considered a strong password.
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- **a** Multi-factor authentication.
- **b** Anti-virus software
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انتهت الأسئلة مع أطيب الأمنيات بالنجاح والتوفيق

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6

المتميز

أ/ محمود سعيد

MODEL ANSWERS
ICT

على مقررات شهر نوفمبر

5 الخامس

اعداد
أ/ محمود سعيد

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NOVEMBER REVISION

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(a) MB　　(b) <u>TB</u>　　(c) GB

تم بحمد الله

بسم الله الرحمن الرحيم " إِنَّ الَّذِينَ آمَنُوا وَعَمِلُوا الصَّالِحَاتِ إِنَّا لَا نُضِيعُ أَجْرَ مَنْ أَحْسَنَ عَمَلًا " صدق الله العظيم

El.Motamyez.School

يمكنكم الحصول على المذكرات والاختبارات من خلال مسح رمز الـ QR Code أو من خلال صفحة "المتميز - أ/ محمود سعيد".
® يرجى مراعاة حقوق صاحب المحتوى عند النشر.

12

November Exam
5th grade

Choose the correct answer from the following:

1- You can use .... program to prepare presentations.
  (a) **PowerPoint**   (b) Word   (c) Excel

2 – Make sure that the router is connected, and restart the router are possible solutions to the problem ....
  (a) slow computer   (b) slow search engine   (c) **disconnection of the Internet**

3 – .... can be considered as a simple container for storing information that can be accessed by scanning with the phone's camera.
  (a) **QR code**   (b) flash memory   (c) scanner

4- To create a main folder, you must choose the command .... from the shortcut menu, including choosing (folder).
  (a) Refresh   (b) **New**   (c) View

5- When looking for information, the first step is always ....
  (a) division of topics   (b) **selection of research topic**   (c) sharing of results

6 – When selecting keywords to search for sub-topics, <u>it is not a good idea</u> to use .....
  (a) **full sentences**   (b) synonyms word   (c) exact words

7 –............... used to share information over a closed network, which is more secure.
  (a) Internet   (b) **intranet**   (c) the World Wide Web.

8- To sort the information alphabetically, go to the ....bar and the Data, choose sort.
  (a) title   (b) **tool**   (c) formulas.

9- To subtract the values in columns A, C, and E of row (6), we use the formula
  (a) **=A6-C6-E6**   (b) A6-C6-E6   (c) =A6/C6/E6

10 – You can keep backup copies of your photos and files on ....
  (a) **external hard disk**   (b) digital camera   (c) drone

11- Using pictures taken by others without asking their permission is considered .....
  (a) backup   (b) **copyright infringement**   (c) sharing

12- The photographer may sometimes have to .... to ensure copyright protection
  (a) watermarking   (b) sharing low Resolution images   (c) **both of them**

13 – reverse .... searches enables you to preserve copyright and intellectual property rights.
  (a) **images**   (b) video   (c) keywords

14 – To maintain the security of personally identifiable information, you must ....
  (a) **using a strong password**
  (b) subscribing to unknown websites   (c) turning off device updates

15 – .... is considered smaller in size than the external hard disk, but it is used for the same purpose.
  (A) **Flash memory**   (B) Digital camera   (C) Drone

إعداد وتصميم : محمود ياسين الشافعي

November Revision

Mr. Ahmed Elbasha

✷(1) Choose the right answer :

1. To change the title of a folder, choose the .... command.

   a. Rename   b. New   c. Save

2. Select .... command from main menu, to create a folder.

   a. New   b. Rename   c. Save

3. Store and share information with ....

   a. New   b. folder   c. Flash Memory

4. You should .... the research topic into smaller subtopics.

   a. critically   b. divide   c. information

5. The .... is very big and you must decide exactly what information you want.

   a. divide   b. information   c. internet

6. An intranet is used to share in a .... and is more secure.

   a. Open network   b. Closed network   c. Online

7. To create a simple formula in a cell, first type the .... this tells Excel you are creating a formula.

   a. sign " = "   b. sign " x "   c. sign " / "

8. The first stage of problem solving is .... what's the issue? Is it a hardware or software problems?

   a. Defining the problem   b. Internet   c. Router

9. The .... contains a huge amount of information.

   a. data   b. Internet   c. School

10. .... is used to store files

   a. Flash memory   b. Router   c. Scanner

11. To store and data we use ....

   a. HDMI   b. hard disk   c. Router

12. We can use .... to learn about a lesson

    a. Braille   b. E-commerce   c. YouTube

13. If the browser running slow, the solution is ....

    a. Remove apps

    b. Check internet connection

    c. Buy another computer

14. .... is a program used for writing reports

    a. PowerPoint   b. Excel   c. Word

15. .... connect computers with each other, to share important information and data.

    a. Computer networks   b. Ethernet port   c. Bluetooth

16. WWW is short for ....

    a. World Wide Web   b. Work With World   c. Way We Walk

17. .... is available for free to all Egyptians who register on the site.

    a. Egyptian Knowledge Bank

    b. Intranet

    c. Bluetooth

18. The .... is a limited network.

    a. Internet   b. Intranet   c. World Wide Web

19. To change the title of a folder, choose the .... command

    a. Delete   b. Rename   c. Close

20. We can give a folder a name by ....

    a. right clicking + New

    b. right clicking + Rename

    c. right clicking + Delete

21. Mr. Jeff Kerby travels with his camera and ....

    a. Several camera lenses and hard drives.

    b. Batteries for the camera and a laptop.

    c. All of the above.

22. Mr. Jeff Kerby use his phone to take quick photos and to navigate With ....

a. The GPS mapping tool.

b. Camera and a laptop.

c. Photos.

23. Mr. Kerby backs up all of the images he has taken with his camera or drone onto two ....

a. Flash Memory.

b. External hard drives.

c. DVD drives.

24. .... **means having the legal right, or copyright, to publish or sell the photos.**

a. Owning a phone.

b. Owning photos.

c. Owning a Laptop.

✹(2) Put (√) or (X)

1. Virtual meetings or video calls , provide effective method to mentor others.   (   )

2. Sharing information has never become vital in our day-to-day lives.   (   )

3. Computer networks connect computers with each other, to share important information and data.   (   )

4. There are no solutions for computer issues   (   )

5. Computer networks give people of determined more independence at home .   (   )

6. WWW is short for World Wide Web.   (   )

7. A School's computer lab could have its own closed computer network.   (   )

8. Egyptian Knowledge Bank is available free to all Egyptians who register on site. (   )

9. The internet is a limited network.   (   )

10. Braille makes it more difficult to read for people of determination.   (   )

11. ICT tools help people of determination do their daily tasks easily.   (   )

12. You can reach a lot of people using the internet   (   )

13. The Egyptian Knowledge Bank has a lot of interesting information.   (   )

14. Each file must be given a unique title.   (   )

15. To change the title of a folder, choose the delete command.   (   )

16. We cannot add sub-folder to the main folder.   (   )

17. To create a new folder, right click on the place where you want and select new, then select Folder.   (   )

18. The Internet contains a huge amount of information.   (   )

19. To change the title of a file/folder, choose the copy command.   (   )

20. All problems have solutions if we followed the right process   (   )

21. We should regularly check for software updates   (   )

22. We can give a folder a name by right clicking + Rename   (   )

23. We can't search for any needed information   (   )

24. The internet contains a very small amount of information   (   )

25. A closed network can be used in a school computer laboratory   (   )

26. There is no way to keep your Personally Identifiable Information (PII) secure.	( )
27. There is no way to create a backup of your files.	( )
28. Some apps and software programs back up data automatically.	( )
29. Limit personal information you share online, one of ways to protect your files.	( )
30. You need to protect these files from viruses, software problems, or human errors, such as dropping and breaking your laptop.	( )
31. Jeff Kerby is an archaeologist and an explorer.	( )
32. Jeff Kerby took only his phone on his trips.	( )
33. Photographers can protect their work from copyright by placing a watermark on their photos.	( )
34. Jeff Kerby ensures that his work is protected.	( )
35. Copyright is not against Egyptian law.	( )
36. Jeff Kerby worked on exciting photography expeditions in Africa, North America, and the Arctic.	( )
37. Anyone can use photographs taken by others without asking permission or without purchasing the right to use the image .	( )
38. Mr. Kerby backs up all the images he has taken.	( )
39. Your password should be strong	( )
40. You should back up your data	( )
41. Your data can be stolen if you have a weak password	( )
42. An external hard drive can be used to save your files securely	( )

✹(3) TRY TO ANSWER:

1

Complete from words between brackets:

(Antivirus software - hacker - personal identifiable information - your passwords - protect)

1. Personal information (PII) means ....

2. You should know how to .... the files that you create or store on a device.

3. Hackers use the Internet to break into computer systems and steal ....

4. Using .... on all your devices, one of the ways to keep your Personal information (PII) safe.

5. A .... can use an adult's bank account number to steal his money.

2

Match from (A) to the suitable answer from (B):

A	B
1. Problem: Slow to download.	**a.** Possible solutions: Shut down and restart; check for software updates; delete unwanted apps.
2. Problem: Browser running slow.	**b.** Possible solutions: Use the software to troubleshoot your Wi-Fi connection; check that the router is connected and restart it.
3. Problem: Computer slows down when opening an app.	**c.** Possible solutions: Restart computer and router; check internet speed.
4. Problem: No internet connection.	**d.** Possible solutions: Check Wi-Fi signal; make sure to update the apps on your device.

1-   2-   3-   4-

3

Match from (A) to the suitable answer from (B):

A	B
1. Kilobytes (KB)	**a.** Possible solutions, restart computer and router; check internet speed.
2. A way to access something	**b.** 1024 byte
3. Consists of device 1 linked to the internet via Wi-Fi .	**c.** Gateway
4. Byte	**d.** Internet of Things
5. Problem, slow to download	**e.** 8 bits

1-   2-   3-   4-   5-

4

Match from (A) to the suitable answer from (B):

A	B
1. Bit	**a.** The largest unit of data
2. Problem: Not able to store files.	**b.** We communicate using them every day
3. consists of devices linked to the internet via Wi-Fi.	**c.** Not enough space - move old files to an external drive.
4. Terabyte (TB)	**d.** Internet of Things
5. computer networks	**e.** The smallest unit of data.

1-   2-   3-   4-   5-

Model Answer

✹(1) Choose the right answer :

1. A	5. C	9. B	13. B	17. A	21. C
2. A	6. B	10. A	14. C	18. B	22. A
3. C	7. A	11. B	15. A	19. B	23. B
4. B	8. A	12. C	16. A	20. B	24. B

✹(2) Put (√) or (X)

1. (√)	8. (√)	15. (X)	22. (√)	29. (√)	36. (√)
2. (X)	9. (X)	16. (X)	23. (X)	30. (X)	37. (X)
3. (√)	10. (X)	17. (√)	24. (X)	31. (X)	38. (√)
4. (X)	11. (√)	18. (√)	25. (√)	32. (X)	39. (√)
5. (√)	12. (√)	19. (X)	26. (X)	33. (√)	40. (√)
6. (√)	13. (√)	20. (√)	27. (X)	34. (√)	41. (√)
7. (√)	14. (√)	21. (√)	28. (√)	35. (√)	42. (√)

✹(3) TRY TO ANSWER:

1

1. personal identifiable information
2. protect
3. password
4. antivirus software
5. hacker

2

1- c   2-b   3-a   4-d

3

1-b   2-c   3-d   4-e   5-a

4

1- e   2-c   3-d   4-a   5-b

المبرمج الصغير (الصف الخامس الإبتدائي)

Lesson 5 : Internet connection problems and solutions

How to face and solve the problems you face while using the computer?

What is the problem	Identify the problem	1
Is it a problem with the computer or with the software?	تحديد المشكلة	
Did I make a mistake that led to this problem		
Plan it قم بالتخطيط لها	Think of different ways and methods to solve the problem فكر فى طرق وأساليب مختلفة لحل المشكلة	2
Try each of them until one works جرب كل منها إلى أن ينجح أحداها	Study and try possible solutions to the problem قم بدراسة وتجربة الحلول المحتملة للمشكلة	3
	Which solutions have worked? أى الحلول قد نجحت ؟	4
You should ask help from your teacher or a member of your family عليك بالإستعانة بمعلمك أو أحد أفراد أسرتك	If you do not find a solution to the problem إذا لم تتوصل إلى حل للمشكلة	5

املبرمج الصغير (الصف اخلامس اإلبتدائي)

Common Computer problems and solutions :

how to solve it	problem	
Restart the device	**slow computer when open apps**	1
Check app updates		
Delete some unwanted apps		
Check signal Wi-Fi	**browser is running slow**	2
Make sure your apps are up to date		
Restart the computer and the router	**slow to download**	3
Check internet speed		
There is no internet connection		
Make sure the router is connected		
Restart the router		
Change the ethernet wire		
Contact customer service to provide your ISP		

Loading

Please Wait

Lesson 6: Digital files management

What are Studets finding information?

Libraries:

It contains many books, articles and manuscripts in many fields

حيث تحتوى على الكثير من الكتب والمقالات والمخطوطات فى مجالات كثيرة

interviews:

It is a face-to-face meeting with two people to exchange information and experiences and to discuss

وهى مقابلة شخصين وجها لوجه لتبادل المعلومات والخبرات وللمناقشة

TV: It is a device through which a lot of information

وهو جهاز من خلاله يتم عرض الكثير من المعلومات

QR code:

It is a symbol for outputting the information on the systems by pointing the device's camera at the symbol

وهو رمز لإخراج المعلومات الموجودة على الأنظمة من خلال توجيه كاميرا الجهاز على الرمز

املبرمج الصغير (الصف الخامس الإبتدائي)

What are the of electronic devices that are used to save and store information?

Flash memory:

It is used to store and transfer data and information

تستخدم لتخزين ونقل البيانات و املعلومات

Scanner:

Enter pictures and graphics (art) to the computer and
 Save them inside

لادخال الصور والرسوم بداخل الكمبيوتر وحفظها

Digital Camera:

To take pictures, record audio and video and store them on a memory

لإلتقاط الصور وتسجيل الصوت والفيديو وتخزينهم بشريحة ذاكرة

How to organize and manage files on your device?

We create a main folder

Add subfolders inside the main folder

Put an appropriate title for each folder

Put files, photos, and videos into the correct folder

1- نقوم بإنشاء مجلد رئيسي

2- أضف مجلدات فرعية بداخل املجلد الرئيسي

3- ضع عنوانا مناسبا لكل مجلد

4- ضع امللفات والصور ومقاطع الفيديو فى املجلد الصحيح

Create a main or subfolder (new folder)

Right click will appear shortcut menu

Select **New** Another submenu appears

Select **Folder**

- نضغط بزر الفأرة الأيمن فتظهر قائمة مختصرة

- نختار الأمر New فتظهر قائمة أخرى فرعية

- نختار الأمر Folder
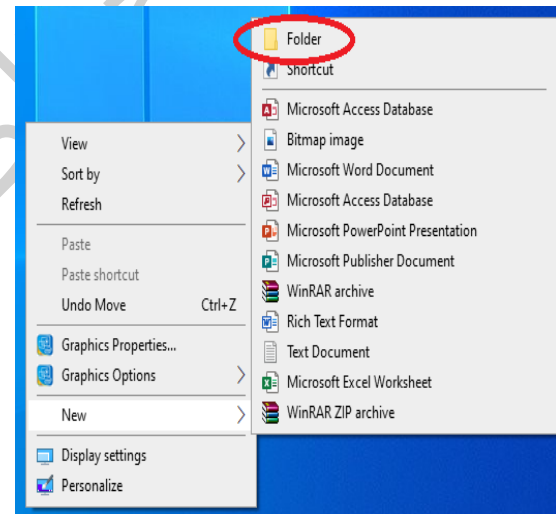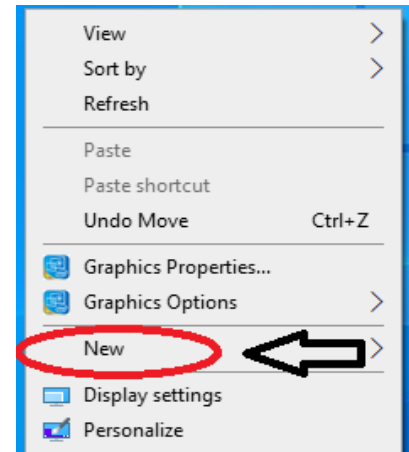
To put an appropriate title for each folder (or to name the folder)

Right-click on the folder, and a shortcut menu appears

Select **Rename**

Type the name , press **Enter**

نضغط بزر الفأرة الأيمن على المجلد فتظهر قائمة مختصرة

نختار الأمر Rename

اكتب الاسم المناسب واضغط مفتاح Enter
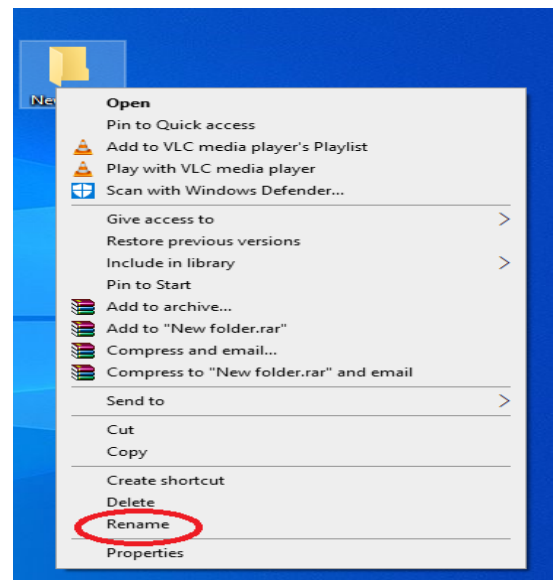
Lesson 7: Information search strategies

To search for information, you must:

Plan your research

Analyze the information you have obtained

Make sure this information is correct

Evaluate and organize information

1- تخطط لأبحاثك

2- تحلل املعلومات التى حصلت عليها

3- تتأكد من صحة هذه املعلومات

4- تقييم وتنظيم املعلومات

For an effective and good search, you must follow the following:

Decide on a search topic

اختر موضوع البحث

breake the topic down into smaller subtopics

قم بتقسيم موضوع البحث إلى موضوعات فرعية أصغر

Determine what you know about the research topic and what you miss

حدد ماذا تعرف عن موضوع البحث وما ينقصك

Give each of your colleagues information to looking for

حدد لكل زميل من زملائك معلومات يبحث عنها

(It is a good idea for two colleagues to search for the same information and share the results of their research)

(ومن الجيد أن يبحث زميلان عن نفس املعلومات ويتشاركا نتائج بحثهما)

Decide keywords for the research topic (similar words with different meanings)

حدد كلمات مفتاحية لموضوع البحث (مرادفات للكلمات وكلمات متشابهة لها معان مختلفة)

Do not write complete sentences

ولا تكتب جمل كاملة

Share your search results through a presentation

شارك نتائج بحثك من خلال عرض تقديمي مناسب ومنظم

Lesson 8: Sharing information

the Internet نشر المعلومات من خلال الإنترنت	intranet نشر المعلومات عبر الإنترانت
It is the sharing of information through **open network** For everyone وهى مشاركة المعلومات ونشرها من خلال شبكة مفتوحة للجميع	It is the sharing of information through **closed network** وهى مشاركة المعلومات ونشرها من خلال شبكة مغلقة
But this information is at risk, so it is **less secure** ولكن هذه المعلومات تكون معرضة للخطر لذلك هى أقل أمانا	It more **secure** وذلك للحفاظ على هذه المعلومات لذلك فهى أكثر أمانا
Like advertisements - news - government decisions مثل الإعلانات – الأخبار العامة – قرارت الحكومة	Such as: personal data, your personal life, your ideas, your research, and your files مثل : البيانات الشخصية وحياتك الشخصية وأفكارك وأبحاثك وملفاتك

Intranet is more secure than internet
شبكة الإنترانت الخاصة أكثر أمانا من شبكة الإنترنت

How to share information using **Microsoft Excel** :

Sorting information alphabetically:

كيفية ترتيب المعلومات أبجديا

Go to **Tool bar** and press Tab **Data**

اذهب إلى شريط القوائم Tool bar واضغط على تبويب Data
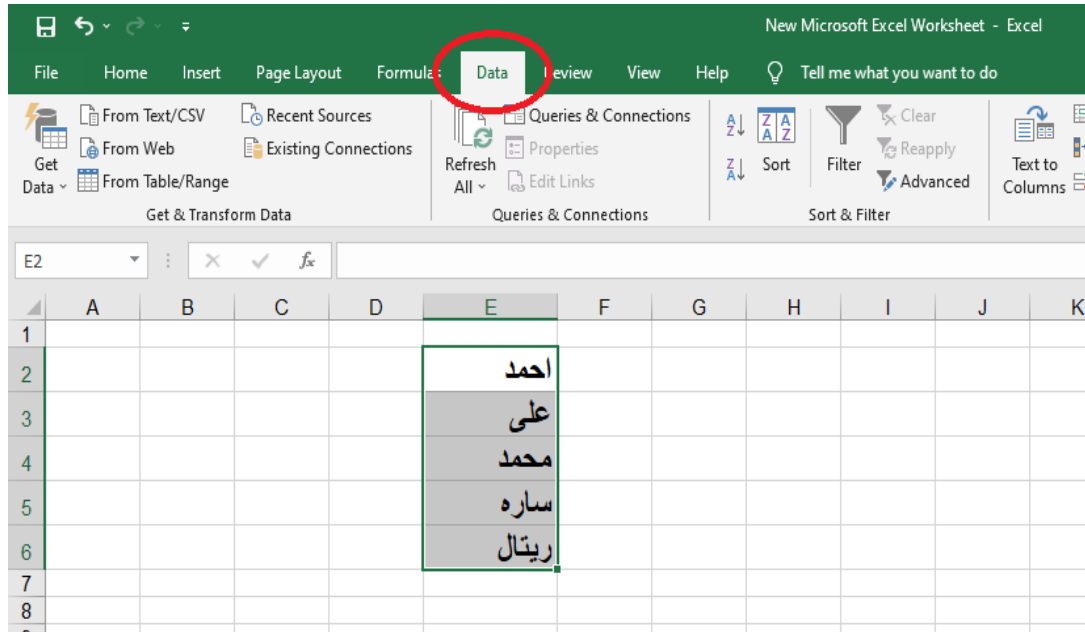
1

Then press **Sort** (to arrange the items alphabetically)

ثم الضغط على Sort فرز وترتيب (لترتيب العناصر أبجديا)

2

المبرمج الصغير (الصف الخامس الإبتدائي)
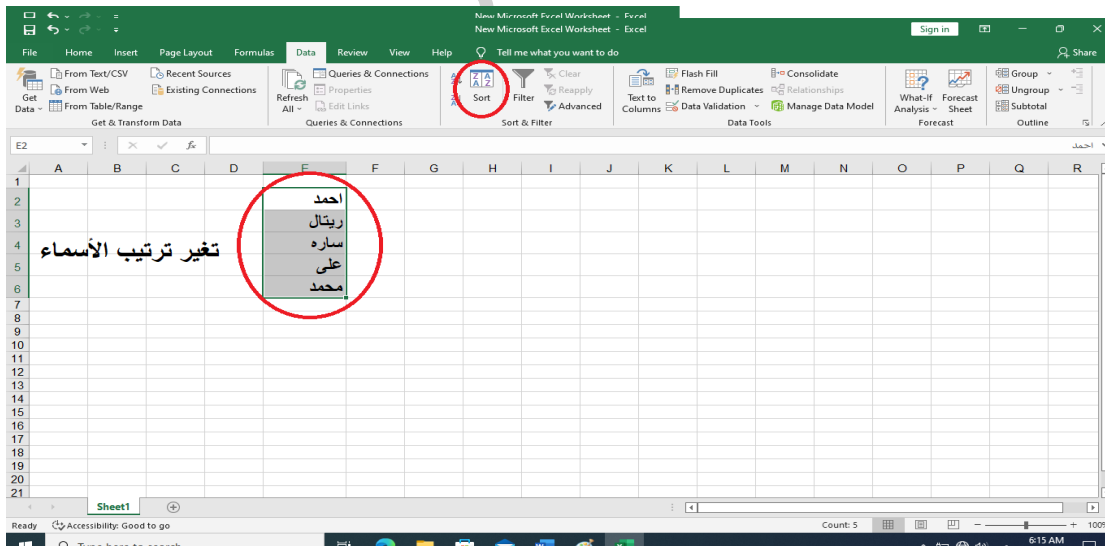
How to create simple formulas :

كيفية إنشاء صيغ بسيطة مثل الجمع (+) أو الطرح (-) أو الضرب (*) أو القسمة (/) ؟

Click on the cell you want to create a simple formula in

Then type the **=** sign

	A	B	C
1	=	5	6
2			
3			
4			
5			
6			
7			
8			
9			
10			

اضغط على الخلية المراد إنشاء صيغة بسيطة بها

ثم اكتب علامة =

Then select the cells to be added in the simple formula
And write between each cell (+, - , / , *) sign as you wish

ثم حدد الخلايا المراد إضافتها فى الصيغة البسيطة

واكتب بين كل خلية وأخرى علامة الجمع أو الطرح أو القسمة أو الضرب حسب ما تريد

	A	B	C
1	=B1+C1	5	6
2			
3			
4			
5			
6			
7			
8			
9			
10			

press **Enter** From the keyboard to show the result of the formula

ثم نقوم بالضغط على مفتاح Enter من لوحة المفاتيح

ليظهر ناتج الصيغة

	A	B	C
1	11	5	6
2			
3			
4			
5			
6			
7			

المبرمج الصغير (الصف الخامس الإبتدائي)

Lesson 1: Explorer in Action **(Theme 2)**

Jeff Kerby

He is an ecologist and photographer who loves to photograph animals and landscapes

هو عالم بيئي ومصور فوتوغرافي من هواة تصوير الحيوانات والمناظر الطبيعية

He travels with his camera to Africa, Arctic and North America to take pictures

شارك فى الكثير من بعثات التصوير الفوتوغرافي والرحلات إلى أفريقيا وأمريكا الشمالية لإلتقاط الصور

How is the scientist Jeff Kirby preparing to take a trip or participate in a photography mission

ماهى استعدادات العالم جيف كيربي للقيام برحلة أو المشاركة فى بعثة تصوير

Think carefully about:

(Where he will go - what he will do there - how to do his work safely)

يفكر جيدا فى : (المكان الذي سيتجه إليه - وماذا سيفعل هناك – وكيف يؤدي عمله فى أمان)

Technological tools he uses

		camera	1
		a laptop	2
		Drone	3
		Mobile phone to take quick photos	4
		global positioning device(GPS)	5
		An external hard disk to save the captured images and make a backup copy of them	6
		Share photos with colleagues through mobile applications	7

المبرمج الصغير (الصف الخامس الإبتدائي)

What is the difference between film cameras and digital cameras?

ماهو الفرق بين كاميرات الأفلام والكاميرات الرقمية ؟

digital cameras	Film cameras	
take thousands of photos and view them on the camera screen	Cheaper than a digital camera	Advantages
take video clips	The quality of the photos is sometimes higher than that of a digital camera	
Pictures can be modified and deleted	It performs well in low light	
connected to the computer, light weight and ease of use		
It has high accuracy in pointing and capturing		
high price digital camera	Take a few photos depending on the size of the film in the camera	Negatives
Poor performance in low light	Cannot take videos	
	Pictures cannot be modified	
	High cost of printing photos	

المبرمج الصغير (الصف الخامس الإبتدائي)

	كاميرات الأفلام	الكاميرات الرقمية
المميزات	أقل سعرا من الكاميرا الرقمية	امكانية التقاط ألاف الصـور ومشـاهدتها على الشاشة الخاصة بالكاميرا
	جودة الصور تكون أعلى من الكاميرا الرقمية فى بعض الأحيان	امكانية التقاط مقاطع فيديو
	تمتاز بالأداء الجيد فى الإضاءة المنخفضة	يمكن التعديل بالصور وحذفها
		امكانية توصـيلها بجهاز الكمبيوتر وخفة وزنها وسهولة استخدامها
		تمتاز بدقة عالية فى التوجيه والالتقاط
السلبيات	تلتقط عدد قليل من الصـور حسـب حجم الفيلم الموجود بالكاميرا	ارتفاع سعر الكاميرا الرقمية
	لايمكن التقاط مقاطع فيديو	ضعف أدائها فى الإضاءة المنخفضة
	لايمكن التعديل بالصور	
	ارتفاع تكلفة طباعة الصور	

own photos: means having the legal right, or copyright, to publish or sell the photos

امتلاك الصور: يمتلك الجميع حقوق نشر الصور أو بيعها التى يلتقطونها بكاميراتهم

Copyright Violation (infringement):
 some people use photographs that were taken by others without asking permission or without purchasing the right to use them

انتهاك حقوق النشر : هو استخدام بعض الأشخاص صورا لأخرين دون الحصول على إذنهم أو من دون شراء حق

استخدامها

What are the ways to protect against copyright infringement:
Put watermarks on photos

Add some personal information such as your name

ما هى طرق الحماية من انتهاك حقوق النشر :

1- وضع علامات مائية على الصور

2- إضافة بعض البيانات الشخصية مثل الإسم

What did Jeff Kerby do to protect his works from copyright infringement?
Share low resolution photos

Only share high-resolution photos with people he trusts.

Use reverse image arches to find out which images are being used without his permission

ماذا فعل العالم جيف كيربي لحماية أعماله من انتهاك حقوق النشر ؟

1- نشر الصور ذات الدقة المنخفضة

2- عدم مشاركة أو نشر الصور ذات الدقة المرتفعة إلا مع الأشخاص الذين يثق بهم

3- استخدم البحث بالصور لمعرفة الصور التى تستخدم من دون إذنه

المبرمج الصغير (الصف الخامس الإبتدائي)

Lesson 2 : Protecting Ourselves and Our Information **(Theme2)**

Personal information: Which is your data or personally identifiable information (**PII**) Such as

Name - Address - Passwords - Date of Birth

المعلومات الشخصية : وهى بياناتك الخاصة بك أو معلومات التعريف الشخصية (PII) مثل

الاسم – العنوان – كلمات المرور – تاريخ الميلاد

What are the risks that we may be exposed to from computer hackers?

Stealing your personal information

Stealing your bank account number to steal your money

Steal your email and password to send a virus to all your friends

ما المخاطر التى من الممكن أن نتعرض لها من المخترقين للكمبيوتر ؟

- **سرقة بياناتك الشخصية**

- **سرقة رقم الحساب المصرفي لسرقة أموالك**

- **سرقة بريدك الإلكترونى وكلمة المرور لإرسال فيروس إلى جميع أصدقائك**

How we keep your personal information:

كيفية الحفاظ على معلوماتك الشخصية:

Do not share personal information on the Internet

- **عدم نشر معلومات شخصية على الإنترنت**

Use strong passwords that contain different numbers, letters, and special signs for each site

- **استخدام كلمات مرور قوية تحتوى على أرقام وحروف وعلامات خاصة مختلفة لكل موقع**

Do not sign for a website or application asks you for your personal data

- **عدم الاشتراك فى موقع أو تطبيق يطلب منك بياناتك الشخصية**

Use antivirus software to protect your device

- **استخدام برامج مكافحة الفيروسات للحفاظ على جهازك**

 Update your devices regularly

- **احرص على تحديث أجهزتك بانتظام**

Files may be exposed to problems that cause them to be lost, such as:

Virus infection

Computer fall or crash

Software related problems

الملفات قد تتعرض لمشاكل تتسبب فى فقدها مثل :

- **الإصابة بالفيروسات - سقوط جهاز الكمبيوتر أو تحطمه   - مشكلات متعلقة بالبرمجيات**

To protect files stored on your computer from loss:

Creating a backup copy of the files by:

An application that creates backup copies of files or the safest way is to transfer files to another device

(**External hard disk drive** - **flash memory** - **network**)

لحماية الملفات المخزنة على الكمبيوتر من الفقدان :

- **وذلك من خلال إنشاء نسخة احتياطية للملفات عن طريق : أحد التطبيقات التى تنشئ نسخ احتياطية**

    من الملفات

- **أو الطريقة الأكثر أمانا وهى نقل الملفات لجهاز أخر سواء (محرك قرص صلب خارجى أو محرك أقراص**

    فلاش   -   شبكة)

ICT

Lesson 5

Internet connection problems and solutions

Grade 5

Mr. Osama Youssef

💡 **Fred Hiebert** uses Word, Excel, and PowerPoint to make presentations to display his discoveries.

💡 He uses email and video conferencing *to share* them colleagues.

💡 While using these programs, he can face many problems.

⚡ What type of problems that can face Hiebert ?

☑ Problems related to the device he's using

☑ Software problems.

☑ A weak or interrupted internet connection problems

Troubleshooting (problem solving) process

1 Identify the problem:

💡 What's the issue?   💡 Is it a hardware or software problem?

2 Think of different ways and methods that may solve the problem and plan it.

3 Study the possible solutions and try each one until you find a solution.

4 Which solutions have worked?

5 If you do not find a solution, you should ask your teacher or a member

of your family for help.

Problems and Solutions

! Problem	💡 Solution
1 Computer slows down when opening an app.	-Shut down app. and restart. -check for software updates -delete unwanted apps.
2 Browser is running slow.	-Check Wi-Fi signal. -make sure apps are up to date on your device.
3 No internet connection	-Use the software to troubleshoot your Wi-Fi connection -check that the router is connected -restart your router -try a new Ethernet cable -contact the customer service of your ISP for help.
4 Slow to download.	-Restart computer and router -check internet speed

⚡ Exercises

Mr. Osama Youssef

⚡ Choose the correct answer:

[1] Hiebert uses email and ………………to share his discoveries (Computer - video conferencing - PowerPoint)

[2] The first step of problem solving is …………… (Planning different ways – ask teacher - defining the problem)

[3] If you do not find a ……………… to the computer problem, ask your teacher   (excel- solution – email)

[4] Fred Hiebert uses ………………………… to make presentations to display his discoveries.
    (Word - Excel - PowerPoint - all of the above)

⚡ Write <mark>one solution</mark> for the following problems

[1] Slow to download   (………………………………………………………………)

[2] Browser is running slow   (………………………………………………………………)

[3] No internet connection   (………………………………………………………………)

[4] Computer slows down when opening an app. (………………………………………………………………)

Exercises

Choose the correct answer.

1 video conferencing

2 defining the problem

3 solution

4 all of the above

Write one solution for the following problems

1 Restart computer and router

2 Check Wi-Fi signal.

3 check that the router is connected

4 Shut down app. and restart

ICT

Lesson 6

Digital File Management

Grade 5

Mr. Osama Youssef

أهم الكلمات والمصطلحات 💡

Folder	مجلد	save	يحفظ
Sub-folder	مجلد فرعي	store	يخزن
Libraries	مكتبات	Scanner	الماسح الضوئي
manage	يدير	Organize	ينظم
preferable	مُفضل	appropriate title	عنوان مناسب

Digital File Management

💡 Information is everywhere, but where we can find information ?

1️⃣ Libraries

2️⃣ QR code

3️⃣ Search on the internet

4️⃣ TV

رمز الاستجابة السريعة

Digital File Management

💡 How to save and store information?

1️⃣ Using Scanner: to save images and documents on a computer for later use

2️⃣ Using Flash Memory: to store and share information and data.

Digital File Management

م. أسامة يوسف

How to manage and organize files using ICT

1 Create the main folder

1- Press the right button of the mouse

2- Select New, then Select Folder

3- Type Name for the folder

2 Add sub-folder

1- Open the main folder

2- Press the right button of the mouse

3- Select New, then Select Folder

4- Type Name for the folder

View	▶	
Sort by	▶	
Refresh		
Paste		
Paste shortcut		
Undo Delete	Ctrl+Z	
New	▶	
Screen resolution		
Gadgets		
Personalize		

Folder
Shortcut
Bitmap image
Contact
Journal Document
Rich Text Document
Text Document

م. أسامة يوسف
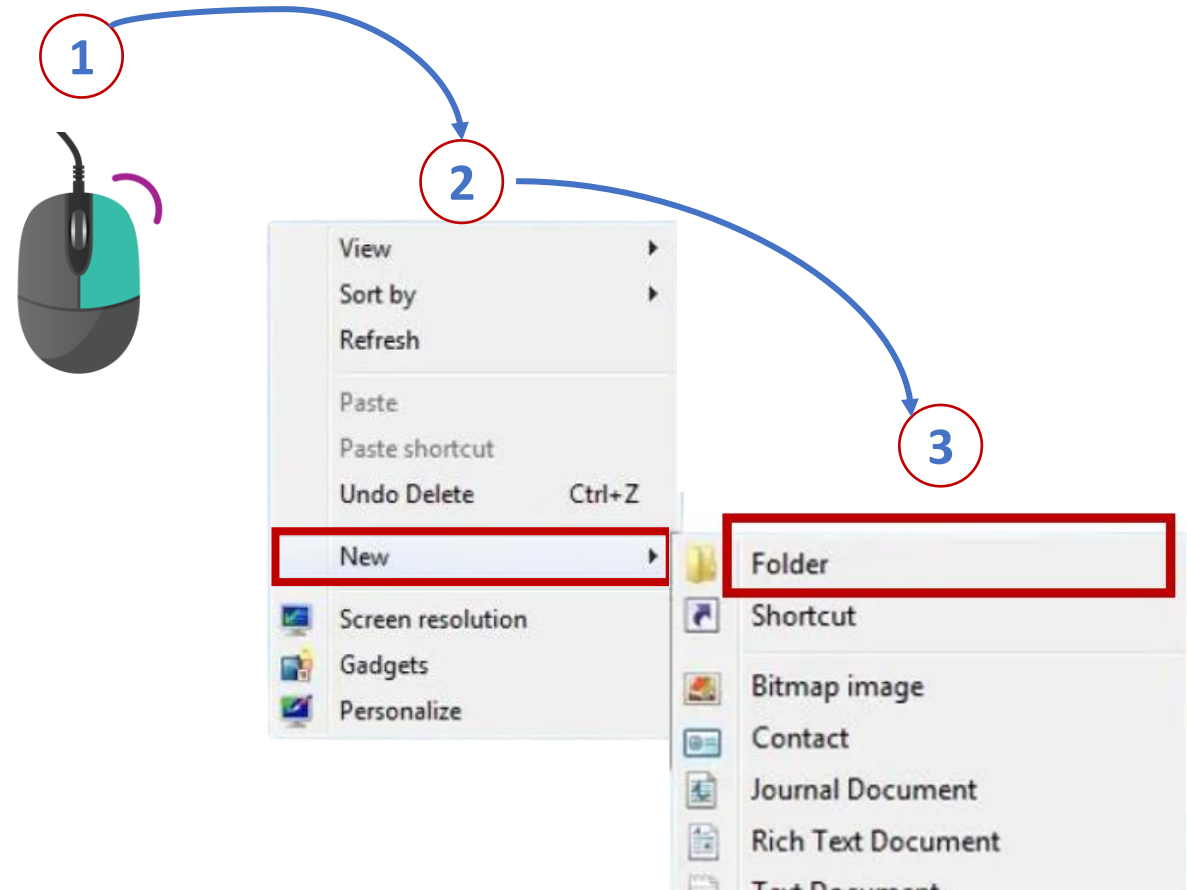
Digital File Management

3 Type a name of each folder

1- Press the right button on the folder

2- Select rename

3- Type the new name, Then press enter

Note:

1- Place documents, images, and videos in the correct folder.

2- It is preferable to put an appropriate title for each folder.
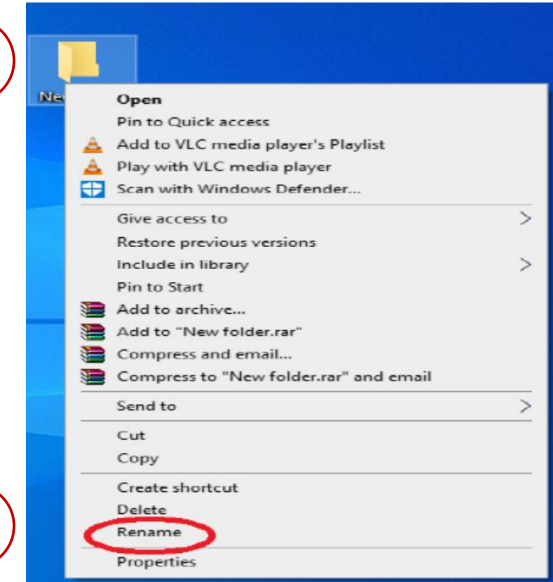
Exercises

Choose the correct answer:

1. To store and share information, we Use the (scanner - flash memory - printer)

2. A (scanner – router – printer) is used to save images on a computer to use them later

3. A (browser – scanner - QR code) helps us to access information by scanning it with a phone camera.

4. (Creating – Copying - Deleting)Folders helps us to manage files using the information technology.

Put (T) or (F)

1. QR code is Used to get information quickly and easily.   (   )
2. We can use the digital camera to transfer and share files.   (   )
3. A printer is used to save images on the computer to use them later.   (   )
4. Technological tools help us to manage digital files.   (   )
5. You can add a main folder inside sub-folders to manage files.   (   )
6. To create a main folder, press the left button of the mouse,

   then select New, then select Folder.   (   )

Exercises

Choose the correct answer:

1 flash memory

2 scanner

3 QR code

4 Creating

Write one solution for the following problems

1 T
2 F
3 F
4 T
5 F
6 F

ICT
Lesson 7

Information search strategies

Grade 5

Mr. Osama Youssef

💡 أهم الكلمات والمصطلحات

strategies	استراتيجيات (خطط)	Evaluate	يُقيّم
Plan	يخطط	select	يختار
Analyze	يحلل	organize	ينظم
obtain	يحصل علي	process	يعالج (للبيانات)
research	بحث	Work collaboratively	العمل بشكل تعاوني
Decide on a topic.	يحدد موضوع	Conduct a search	يقوم بإجراء بحث
keywords	كلمات مفتاحية	Knowledge	معرفة

Information search strategies

To search for information online, it is important to do the following:

1 Plan your research

END GOAL

Step 4
Step 3
Step 2
Step 1
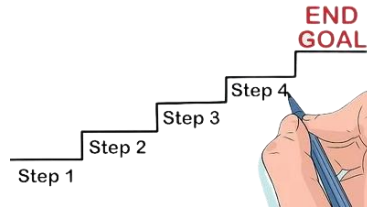
2 Analyze the information you have obtained

3 Check the information you find, Make sure it is correct

4 Evaluate, select and organize information

5 Then you need to process and organize information before completing your work.

It is important to work collaboratively with classmates to conduct research

Here are some suggested steps:

1 Decide on a topic.

2 Break the topic down into smaller subtopics.

3 Share knowledge with your classmates.

☑ What do you know about already?

✘ What do you not know?

4 Decide who is going to search for which information.

☑ It is good practice for two people to search for the same information

and then share and contrast their results.

5 Decide on keywords for searches about the subtopics

✗ because it is not a good idea to use full sentences when searching.

6 Share your results. decide how to select and organize

the information, and then how to organize it for presentation.

Exercises

Choose the correct answer:

1. The first step to conduct a research is (share your results- decide on keywords- decide on the topic)

2. Before you express the data in a graph, you must (share it online - analyze it - delete it)

3. To search about the subtopics, it is not a good idea to use (full sentences - different words with different meanings - different words with similar meanings).

4. The best way to collect Information is getting it from (Facebook – books – WhatsApp).

5. You must (divide – plan – organize) the research topic into smaller subtopics.

Put (T) or (F)

1. You must evaluate, select, and organize the information you find.   (   )
2. Breaking the topic down into smaller subtopics helps you in conducting a research.   (   )
3. Using full sentences is a good Idea when searching for any topic.   (   )
4. Using different words with same meanings is a good idea when searching any topic.   (   )

Exercises

Choose the correct answer:

1. decide on the topic

2. analyze it

3. full sentences

4. books

5. divide

Write one solution for the following problems

1. T
2. T
3. F
4. T

ICT
Lesson 8

Sharing Information

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Sharing Information

💡 We can share information online, using:

☑ The Internet

☑ The Intranet

1- The Internet	2- The Intranet
1 The internet is used to share information over the web 2 It is less secure.	1 An intranet is used to share information in a closed network. 2 It is more secure.

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We can share information using spread sheet (MS Excel)

1 Sorting information alphabetically

☞ Go to toolbar, then click Data , then click sort

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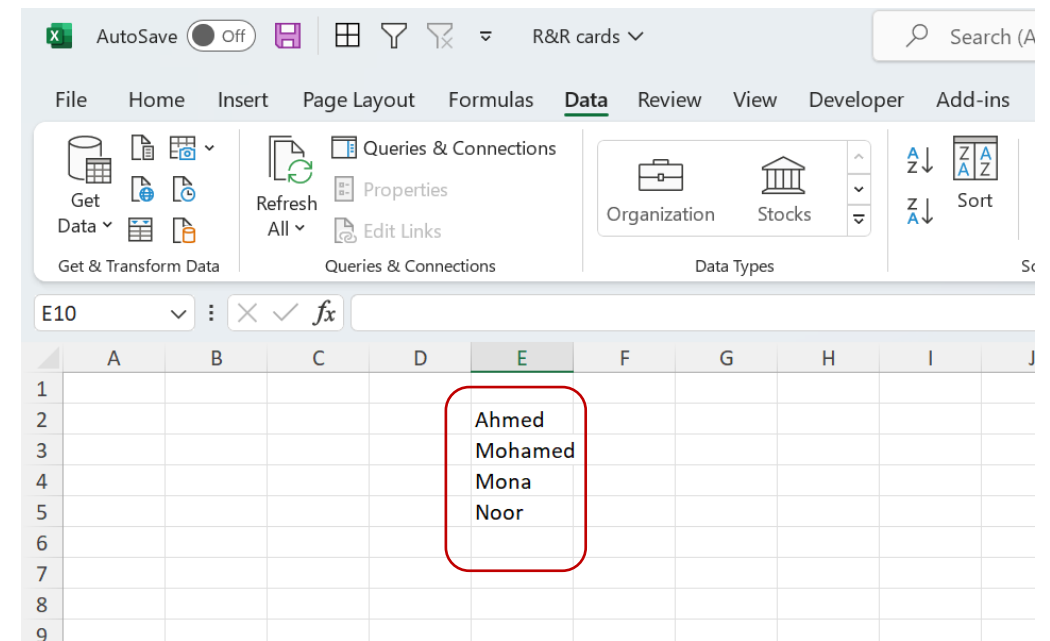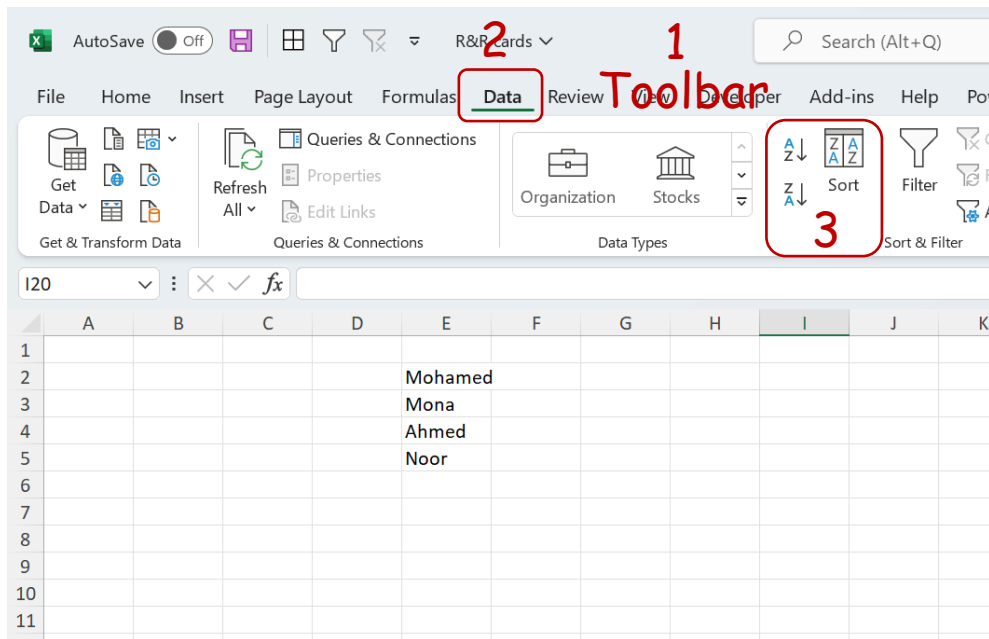
2 Set formulas in cells to add (+), subtract (-), multiply (x), or divide (/)

	A	B	C	D
1	s	Numbers		
2	1	8		
3	2	2		
4	Add (+)	=B2+B3		
5	Subtract (-)	=B2-B3		
6	Multiply (X)	=B2*B3		
7	Divide (/)	=B2/B3		
8				
9				
10				
11				

شاهد الفيديو لفهم الشرح العملي

🔦 Exercises

🔦 Choose the correct answer:

1. The(intranet- internet – letters) is/are used to share the information in a closed and Private network

2. The internet is (more – less – non of all) secure than the intranet.

3. Typing (+ , - , =) in the cell, tells Excel you are creating a formula.

4. If you want to sum the values in columns A, B, and C from row 4, the formula is (C4 + B4 + A4 , B4 + C5 + A4 , A4 + B4 - C4)

5. When creating a formula, use the (+ , - , /) sign for subtraction.

6. When creating a formula for division, use the (+ , - , /) sign.

7. The information can be arranged alphabetically using (toolbar – data – sort) property.

8. The columns are labeled with (numbers – letters – symbols).

Exercises

Choose the correct answer:

1. intranet

2. less

3. =

4. C4 + B4 + A4

5. -

6. /

7. sort

8. letters

Theme 2

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ICT

Lesson 1

Explorer in action

💡 أهم الكلمات والمصطلحات

photography expeditions	بعثة تصوير فوتوغرافي	exciting	مثير – مبهج
ecologist	عالم بيئة	landscapes	مناظر طبيعية
photographer	مصور فوتوغرافي	trips	رحلات
photograph	يصور – صور فوتوغرافيه	carry out	ينفذ
back up	ينشيء نسخة احتياطية	securely	بامان
Copyright infringement	انتهاك حقوق الملكية	own	يملك
Images' Copyrights	حقوق ملكية الصور	legal right	الحق القانوني
asking permission	يطلب الإذن	purchasing	شراء
watermark	علامة مائية		

💡 Explorer in action

✍️ **Jeff Kerby** is an ecologist and a photographer.

✍️ He worked on exciting photography expeditions in Africa, North America, and the Arctic.

> ⚡ **Photography expeditions:**
> They are trips to places where one takes photographs of the area.

Jeff Kerby

✍️ Mr. Kirby mainly photographs landscapes and animals.

When Kerby prepares for a trip, he does the following:

1. He considers exactly where he's going.
2. He thinks of what he is going to do there.
3. He thinks of how he will carry out his work securely.

Kerby travels with his tools and equipments such as :

1. Camera (with several lenses and batteries).
2. Laptop.
3. Hard drives
4. Phone (to take quick photos).
5. GPS (used to navigate location).
6. Drone.

💡 **What does Kerby do with the images he takes ?**

At the end of each day,

1️⃣ Mr. Kerby backs up all of the images he has taken with his camera or drone onto **two** external hard drives.

2️⃣ If he needs to share any photos with his colleagues immediately, he uses cell phone applications
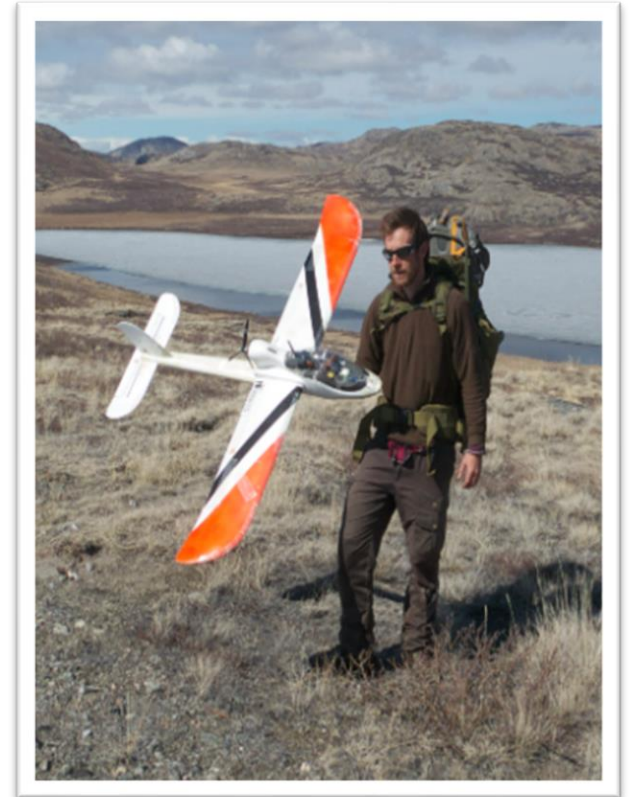
💡 Images' Copyrights

✍️ Owning photos

1 Everyone owns the copyright to images they take unless they sell those rights before or after they take them.

2 photographers have the legal right or copyright to publish or sell their photos

✍️ Copyright infringement

1 Some people use photographs that were taken by others without asking permission or without purchasing the right to use the images.

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✍🏽 **How can photographers protect their work**

1. They place a watermark on their photos.

2. They add copyright information, such as their name to the metadata of each photo.

✍🏽 **Mr. Kerby ensures his work is protected by:**

1. Sharing his high-resolution photos only with people he trusts.

2. Sharing his low-resolution photos that won't look good If printed or uploaded to a website.

3. Reverse image searches to find out if any of his photos are being used without his permission.

💡 **Note:** 💡 Many Egyptian laws protect the copyright of people

💡 Copyright infringement is against Egyptian law.

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ICT

Lesson 2

Protecting ourselves and our information

💡 أهم الكلمات والمصطلحات

protect	يحمي	steal	يسرق
Personally Identifiable Information (PII)	معلومات التعرف الشخصية	bank account number	رقم حساب البنك
break into a computer	يقتحم الكمبيوتر	special signs.	علامات خاصة
e-mail address	عنوان البريد الالكتروني	anti-virus	برنامج مضاد للفيروسات
sign up for a website	الاشتراك في موقع الكتروني	human errors	أخطاء بشرية
password is discovered	إذا تم اكتشاف كلمة السر	software problems	مشكلات متعلقة بالبرامج
hybrid backup	النسخ الاحتياطي المختلط		

💡 **Protecting your personal data**

✍️ It is important to protect our personal data on computers or other devices.

> 💡 **Personal data (information):**
>
> 📖 It includes your name, address, date of birth, and passwords.
>
> 📖 Personal information is called Personally Identifiable Information (PII).

💡 How can you keep your PII safe ?

1 Limit the personal information you share online.

2 Don't sign up for a website if it asks for too much personal Information

3 Use different strong passwords that:

A contain letters, numbers, and special signs.

B passwords are different for each website you sign Up for why?

because if password is discovered, a hacker will access everything.

4 Use anti-virus software on all of your devices.

5 Update your devices regularly. The updates include changes that keep your data safe.

# 💡 What hackers can do ?

1. Use the internet to break into a computer system and steal personal information.

2. Use someone's e-mail address and password to send a virus to the e-mail addresses in your e-mail account.

3. Use an adult's bank account number to take money from that account

📖 *Note:*

☞ You should also know how to protect the files on your device from viruses, software problems, or human errors (such as dropping and breaking your laptop).
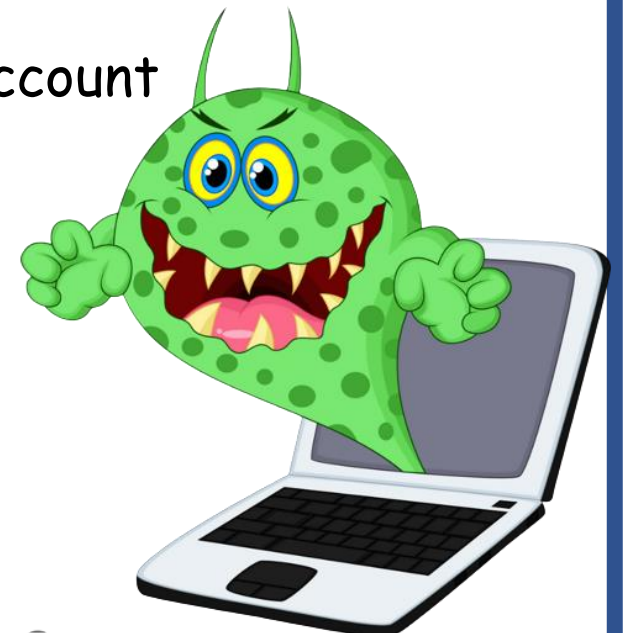
💡 **Ways to backup your data**

1. You can use some apps and software programs that back up data automatically.

2. You can use a data-storage device that you attach to your computer, such as:

   a. flash memory   b. external hard drive

☞ This is called a hybrid backup and it is a safer way to back up and store files.

☞ The hard disk has more space than flash memory, it may also be used for the same purpose.

☞ An external hard disk drive is one of the accessories that you can use to save your files

securely, and backup copies of your files that are important and private to you to prevent

the possibility of losing them on your device.